

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT.			
SPORTS CLUB	<i>Oxford University Judo Club</i>		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	<i>Jessica Richards</i>	DATE OF ASSESSMENT:	<i>05/05/2024</i>
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	Jessica Richards	SIGNING OFF DATE:	07/05/2024
Risk Assessment Review(s) – carry out in the event of any control measures being no longer effective, if there are changes in the activity that could lead to new risks and particularly if there has been an accident/incident or near miss. Changes are not always necessary but any review and notes of any change(s) (or no change) should be noted.			
Date of Review	Summarise any changes and why, if any, or note if none.	Person(s) updating RA	Notes

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium, or high . Where risk is determined to be low, effectively zero , this is optional)	
INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)					
WELFARE AND SAFEGUARDING - SPECIFIC					

DOJO / MAIN HALL TRAINING				
<p>Training area Hazards minor / major injury caused by:</p> <ul style="list-style-type: none"> • Inappropriate temperature • Small space • Exposed hard objects on wall • Slip, trip falls • Fire • Mat gaps and tears • Electrical 	<p>Participants, spectators, coach/instructor, officials</p>	<p>Check of mat area and surrounding areas by session coach before activity commences.</p> <p>Check lighting and temperature conditions are appropriate for activity.</p> <p>Ensure those not involved in activity are off the mat.</p>	<p>Medium</p>	<p>In event of any serious injury/incident:</p> <p>Inform duty staff at Iffley Centre reception</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
<p>Fire/Smoke Inhalation May lead to minor/major injury or fatality</p>	<p>Participants, spectators, coach/instructor, officials</p>	<p>If a fire or smoke is discovered, press nearest fire alarm point, and evacuate. All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.</p>	<p>Low</p>	<p>In event of any serious injury/incident:</p> <p>Inform duty staff at Iffley Centre reception</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
TRAINING				

<p>Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices</p>	<p>Coaches, Experienced activity leaders, Participants</p>	<p>Training and randori (sparring) to be structured in conjunction with BJA guidelines and best practice, as well as the club code of conduct.</p> <p>All sessions should be led by a BJA qualified coach, or a coach in training supervised by a BJA qualified coach. Coach organization is overseen by a coach of at least BJA level 2. All coach qualifications details are given to Sports Fed.</p> <p>Coaches/Instructors to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements)</p> <p>Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.</p> <p>Training intensity should be adapted for level of participant. Increased attention to beginners.</p>	<p>Low</p>	<p>Action to take ASAP In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p> <p>Written Report Required</p> <p>All first aid incidents or other H&S matters including near misses to be reported by a club member via https://oxforduni-remoteforms.info-exchange.com/Incident</p>
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		Participants encouraged to warm up and cool down and for beginners who do not own a judo uniform, advised on appropriate clothing.		
<p>General judo injuries Potential for injuries arising from the nature of the sport including:</p> <ul style="list-style-type: none"> - Temporary loss of consciousness from strangulation - Ankle sprains, dislocations or fractures resulting from awkward falls - Injury to elbow joint during arm locking techniques - Injury to back / joints from bad technique 	Participants	<p>Judo participants are trained in safe breakfalling practices and this is included in warm ups.</p> <p>Training of strangulation and joint lock techniques is done in a controlled manner and participants are taught to submit immediately when such a technique is applied.</p> <p>Coaches may control mat numbers to ensure adequate supervision during learning of these techniques.</p> <p>Participants should also be aware of their own physical capabilities, and not push beyond these. All exercises are optional and can be sat out if participation carries risk of aggravating an injury.</p>	Medium	<p>In event of loss of consciousness / injury the duty first aider should be informed. For loss of consciousness from strangulation follow the BJA guidance.</p> <p>In a contest environment techniques risk may be elevated as submissions are held longer. Referees should intervene in the situation that a player is unable to submit. Dedicated first aiders are also matside at contests to assist in case of incidents.</p>
<p>Unsafe Judo Practises Potential of major head or joint injury resulting</p>	Participants	Beginner judoka are not allowed to practice techniques learnt outside the club. We also restrict the use	High	In the event of an injury the duty first aider at Iffley reception should be informed. In contest several

<p>from application of inappropriate or forbidden techniques, or use of excessive strength.</p>		<p>of certain techniques for lower grades, and restrict the use of techniques on lower grades. This is enforced by the coaching team who monitor sparring and intervene in the case of dangerous practice.</p>		<p>unsafe acts will result in penalties or instant disqualification.</p>
<p>Slips, Trips and Falls</p> <p>Potential of minor to major injury.</p> <p>Examples of slip hazards; Following cleaning of floor, Changing/Shower areas Spilt drinks Wet grass Mud Ice Slopes</p> <p>Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces</p>	<p>Participants, spectators, coach/instructor, officials</p>	<p>Coach/person(s) in charge needs to check facility is fit for purpose prior to start of activity and monitor throughout.</p> <p>Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until hazard is removed or made safe (Encourage a 'see it, report it, sort it' mentality).</p> <p>Drinks to be consumed and stored well from playing/activity area.</p> <p>Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape.</p>	<p>Low</p>	<p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>

		<p>No running in changing/shower areas</p> <p>Warning notices where applicable and appropriate (especially if at a club owned/run property)</p> <p>Use handrails if provided on stairs/steps.</p>		
<p>Manual Handling</p> <p>Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues.</p> <p>Visibility may be compromised if carrying excess load.</p> <p>Examples include laying of the mats for randori sessions.</p>	<p>Players, spectators, coach/instructor, officials</p>	<p>Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps</p> <p>Make the load smaller or easier to carry.</p> <p>Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips, and falls.</p> <p>Look to avoid twisting, lifting from floor to above shoulders and/or carrying over excessive distances where possible.</p> <p>Seek assistance from others in the event of needing to open doors. (Propping open</p>	<p>Low</p>	<p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to</p>

<p>Using a BBQ on University premises (Iffley Road, Parks, Marston)</p> <p>Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities.</p>	<p>Alumni Spectators</p> <p>Club members Alumni Spectators</p>	<p>Seek permission from University first (unless in public areas) Do not use disposable BBQs in very dry conditions. Cook food thoroughly</p> <p>Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and where applicable, temporary licence (these fall under a separate RA).</p>		<p>app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
<p>Welfare (also see Exhaustion/Dehydration and Safeguarding)</p> <p>Mental Health Wellbeing</p> <p>Weight Management</p>	<p>All Club Members Coaches</p>	<p>Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance</p> <p>Club/coach should not put pressure on any individual(s) to lose or gain weight especially if there is a need to make a specific weight.</p>	<p>Medium / Low</p>	<p>Signpost where appropriate by Club committee / welfare officer. Examples:</p> <p>Sports Fed and /or their Welfare Officers (can be done in confidence).</p> <p>Other College/University support.</p> <p>National Governing Body Designated Welfare Lead</p>

<p>Exhaustion /Dehydration (also link to Welfare)</p> <p>Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment</p>	<p>Participants</p>	<p>Players to bring water/appropriate fluid to sessions. Players are allowed to take breaks at any point to rehydrate.</p> <p>Water fountains are available at Iffley Road. Check availability at other facilities.</p> <p>Have medical support in place.</p> <p>Refer to Welfare where appropriate.</p>	<p>Medium</p>	<p>During competition these risks increase as participants may have long fights with no breaks. In the event of a player becoming too ill to continue to fight, the referee, coach or medical staff may intervene to end the match. There are dedicated first aiders at the side of the mat to assist.</p>
<p>Safeguarding (relates to any activity involving under 18s and/or vulnerable adults)</p> <p>(also link to Welfare)</p> <p>Any signs of unexplained physical injury/illness Signs of mental abuse Self-harming Unexplained weight loss/gain issues</p>	<p>Participants Coaches Club</p>	<p>Non-Oxford University students who are under 18s should not be involved in any club activities (refer any to city equivalent club).</p> <p>Club committee / coaches responsible for ensuring they are aware if any OU students are under 18s.</p> <p>Avoid or if not possible mitigate risks to ensure the party engaging in activity is not unsupervised. Where an appropriate person is</p>	<p>Low</p>	<p>For further advice:</p> <p>Contact the Sports Safeguarding Officer via David.white@sport.ox.ac.uk.</p> <p>Be aware of Oxford University's Safeguarding Code of Practice</p> <p>Adhere to club's NGB for their Safeguarding/Child</p>

<p>Unsupervised activities (including providing advice)</p>		<p>supervising mitigate risk of 1:1 by having others in attendance.</p> <p>All BJA qualified coaches hold a DBS and have attended a safeguarding course within the past 3 years.</p> <p>For ANY safeguarding concerns involving the activities of an Oxford University Sports Club – refer to David White (Sports Safeguarding Officer) <u>first</u> – David.white@sport.ox.ac.uk Guidance will be sought from the University’s Designated Safeguarding Leads (DSLs).</p>		<p>Protection policies and procedures.</p> <p>DSL will provide relevant follow up action within 24 hours of concern being referred to them.</p>
<p>Management of Injuries /Illness (incl first aid)</p> <p>Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness</p>	<p>All</p>	<p>Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly.</p> <p>If not at a staffed facility, use any first aider / medical staff provided (e.g. BUCS fixtures</p>	<p>Medium</p>	<p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call</p>

		<p>at Parks) otherwise seek advice on 111 (999 if life threatening).</p> <p>Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions.</p> <p>Coach/leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning to early, Incorrect training or overtraining.</p>		<p>Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p> <p>Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping.</p> <p>Inform SSO of any club member interested in gaining first aid qualification.</p>
<p>Cardiac Arrest (<i>where a heart stops pumping blood around the body. A heart attack is a sudden loss of blood flow to a part of the heart muscle</i>)</p> <p>Party will be; Unconscious</p>	Anyone	<p>If alone –</p> <ul style="list-style-type: none"> • Call 999/112 if possible using hands free speaker on phone. • Follow guidance given by 999/112 staff on CPR and start ASAP. 	Medium	<p>Call 999. Where applicable, give call handler number on Defib cabinet (to get code to unlock). OUS Defib locations;</p> <p>Iffley Road Sports Complex – At main reception desk (duty staff will respond)</p>

<p>Unresponsive Won't be showing any movement including not breathing or may be are making gasping sounds).</p>		<ul style="list-style-type: none"> Do not go for Defib if alone (paramedics will bring it). Carry on with CPR until help arrives or exhausted. <p>If others around:</p> <ul style="list-style-type: none"> Start CPR if possible whilst helper calls 999/112 and put on speaker if required. Helper find and bring defib to casualty. Ask helper to take pads and defib out and follow voice prompts. Carry on with defib/CPR until paramedics arrive. 		<p>External sites – check with facility provider.</p> <p>In advance, have downloaded to phones, What3Words App for precise location & Save A Life App for nearest defib location.</p> <p>Aftercare to be provided to all involved parties.</p> <p>Incident report to SSO by phone (07780 693388).</p>
<p>Concussion</p> <p>Headshots Recognition, Management, Return to Activity.</p> <p>Failure to recognise, treat and manage concussion may result in severe injury / fatality.</p>	<p>Participants</p>	<p>Sports Club Committee and coaches are to be aware of BJA concussion protocols in the event of a serious head injury. Generic guidance can be found here.</p> <p>Remove injured party from training/game. Seek immediate first aid in event of</p>	<p>High</p>	<p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865</p>

<p>Note - Some symptoms of concussion. Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues</p>		<p>concussion or suspected concussion!</p> <p>If in doubt, they must sit out and should not return.</p> <p>Liaise with first aider and have someone stay with injured party (incl if transferred to hospital).</p> <p>Monitor condition before allowing return to activity (in line with BJA guidelines).</p> <p>Participant to stop immediately if he/she feels unwell on any return to activity.</p> <p>Inform student's college ASAP after incident.</p> <p>Coaches monitor sparring and intervene where participants are practising dangerous technique that could lead to injuries.</p>		<p>289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p> <p>If concussion diagnosed, club to follow BJA guidance on management and return to activity for concussion.</p> <p>Seek guidance also from Sports Safety Officer and/or club Welfare Officers (including signposting).</p>
<p>TRAVEL - SPECIFIC</p>				

		Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces.		
b) Driver Safety				
Driver Distraction (e.g. use of mobile phone, eating/drinking, passenger distracting, leaning/reaching)	Drivers Passengers Drivers	Should be made aware distractions/anti-social behaviour are likely to affect driver. Do not use mobile phones whilst driving. Suggest putting on 'Do Not Disturb mode'. Use controls on steering wheel (where appropriate) to avoid reaching/leaning for dashboard controls Advisable not to use headphones whilst driving. Advisable not to eat or drink whilst driving. Pull over and stop in a safe place to do so. Take regular rest breaks. Do not drive over 2 hours in any	Medium	Drivers are liable for fines/points/attending training course for any breaches of the Highway Code. Responsible for safety of themselves and all others in vehicle.

		one stint. Stop ASAP for a break if feeling tired at any time.		
Hired Vehicle (through Sports Federation)	Drivers, passengers	<p>Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place.</p> <p>Check vehicle and paperwork thoroughly on hiring to ensure no issues. Raise with car hire staff any discrepancies.</p> <p>Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.</p>	Low	<p>Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)</p> <p>Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles).</p> <p>For hired transport, look to have a minimum of 2 drivers if this is possible (in case of tiredness, injury) particularly if the drive will be more than 2 hours one way.</p> <p>Minibus/MPV drivers, when reversing or in tight manoeuvring spots MUST</p>

				<p>use a banksman (someone to be outside the vehicle) and help guide the driver). Agree on signals.</p> <p>Club to adhere to NGB and OUS H&S Policies and record keeping.</p>
Private vehicle (MOT, tax, insurance, all correct)	Drivers, passengers	<p>Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place.</p> <p>Driver must have full driving licence.</p>	Low	Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business.
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place.	Medium	<p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p>

		<p>Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible).</p> <p>Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999.</p> <p>Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.</p>		<p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p> <p>For hired vehicles, inform Sports Fed asap so hire company can be told</p> <p>Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)</p>
<p>SOCIAL / NON-TRAINING ACTIVITIES such as use of alcohol, non-prescribed drugs, behaviour / personal safety</p>				

<p>Physical injury or illness Damage to property, equipment, and reputation of sports club and/or University.</p> <p>Personal Safety (maybe comprised in the event of an individual drinking to excess)</p>	<p>All attending club social events</p>	<p>Follow OUJC, BJA and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.</p> <p>No alcohol prior to and during judo activity. Alcohol should be consumed to moderate levels at any other time and not to excess.</p> <p>Drivers should not drink any alcohol and see non-alcohol alternatives.</p> <p>Non-prescribed drugs allowed at any time.</p> <p>Advice for all is to use well-lit and well used areas at night-time. Be aware of surroundings.</p> <p>Avoid flaunting items of value (e.g. watches, large amounts of cash, phones)</p> <p>Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.</p>	<p>Medium / Low</p>	<p>There is potential reputational risk to the sports club, Sports Department and University in the event of adverse behaviour of an individual(s). Club committee should remind members.</p> <p>If necessary, seek medical advice on 111 (NHS)</p>
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OTHER - SPECIFIC				
<p>Covid-19 and general infectious illnesses</p> <p>Minimise spread of virus</p> <p>Avoid spread of other infections</p>	<p>Coaches</p> <p>Participants</p>	<p>Participants who are ill and potentially infectious should not attend judo sessions.</p> <p>Respect other people's space</p> <p>Keep up to date with COVID vaccinations</p> <p>Respect those who choose to wear a face covering</p> <p>Cover coughs and sneezes and wash hands regularly.</p> <p>Judogi should be washed regularly and judoka should maintain good personal hygiene, including clipped nails.</p> <p>In the event blood gets on the mat, this area should be cleaned with the cleaning products in the dojo. More extreme spills e.g. vomit should be referred to the Iffley reception desk.</p>	<p>Medium</p>	<p>Monitor current university guidance which can be found here.</p>